

**Teachers' Employer Bargaining Association (TEBA)**  
**and**  
**Alberta Teachers' Association (ATA)**

**2016-18 Central Table Memorandum of Agreement**

**JOINT INTERPRETATION BULLETIN NO. 1-2017**

August 25, 2017

The purpose of this Joint Interpretation Bulletin is to provide clarification related to teacher instructional and assignable time provisions in the 2016-18 Central Table Teacher Memorandum of Agreement.

**Additional interpretation bulletins will be provided as required.**

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1. **Effective Date:** Clauses take effect at the start of the 2017-18 school year. If the 2017-18 school calendar includes days in August 2017, those days are part of the 2017-18 school year.
2. **Which teachers are subject to the instructional and assignable time limits?**
  - a) Any teacher whose primary function is to provide instruction to students is subject to the applicable teacher instructional and assignable time limits as noted in Provision 11 – Conditions of Practice in the Central Table Memorandum of Agreement.
  - b) This includes lead teachers, and teachers in receipt of an allowance but who do not have administrative designations.
  - c) Teachers who are supervising the instruction provided by another certificated teacher or non-teacher (i.e., pre-service teacher or instruction of students in the Registered Apprentice Program).
  - d) As a reminder, teacher Instructional time is not defined by the Memorandum of Agreement; however, student Instructional time is defined in the Guide to Education.
3. **Which teachers are not subject to the instructional and assignable time limits?** Teachers with administrative designations whose primary function is not instruction and include those teachers who have principal in their titles (i.e., principals, vice principals, assistant principals) are not subject to the instructional and assignable time limits. Central office staff (i.e., psychologist, director of special education, interschool coordinator) may not be subject to the time limits provided their primary function is not instruction of students.
4. **Field Trips and Student Exchanges:** If the field trip is part of instruction or part of a credit course (where the students are receiving credits for a program of study) only, the time that students are receiving instruction is considered teacher instructional time.
  - a) If a teacher is supervising the instruction provided by another individual (certificated teacher or non-teacher such as a guest speaker) this is also instruction.
  - b) Any required and assigned duty including supervision provided during the field trip is considered assignable time. This includes supervision at night and travel time outside of the regular workday (i.e., bus trip to and from the field trip).
    - For example, if during the field trip supervision is required at night and there is more than one teacher on the trip; the time that each teacher is “on call” and expected to be in a position to intervene in student behaviour, will be considered assignable time.

5. **Transition Time:** Transition time between the warning bell and the start of classes and in between classes is assignable time if the teacher is on call and expected to be in a position to intervene in student behaviour.
6. **Preparation Time:** Preparation time is considered assigned time if the teacher is assigned the preparation time.
  - If preparation time is not assigned, teachers may leave the school. Sign out procedures based on school policy continue to be in effect.
7. **Time Assigned Before and After the School Day (i.e. 15 to 30 minutes before or after school):** Jurisdictions may assign time before and after the school day. If this time is not assigned, teachers are not required to be in the school.
8. **Parent-Teacher Interviews and Meetings Regarding Students:** Parent teacher interviews and assigned meetings are assigned time. School boards may continue to provide time in-lieu which then offsets the assigned time. Existing provisions in local agreements will still apply for parent teacher interviews. Examples of assigned meetings are IPP meetings, meetings with other professional service providers and transition meetings. Parent teacher interviews for kindergarten and pre-kindergarten are instructional time under the Guide to Education (ECS to Grade 12). For demonstration of child learning in child-parent-teacher conferences, the child must be in attendance.
9. **Staff and Other School Meetings:** Staff and other meetings such as business meetings are assigned time if the teacher is required to attend. Staff meetings that do not include all teachers are assigned time only for the teachers that are required to attend (i.e., all Grade 5 teachers are required to meet to discuss which students progress to Grade 6).
10. **Lunch Breaks:** Lunch breaks are not considered assignable time, unless a teacher is assigned duties during the lunch break such as supervision.
  - If a duty during lunch is not assigned, teachers may leave the school. Sign out procedures based on school policy continue to be in effect.
11. **Other Assignable Time Components:** Events such as Christmas/school concerts, fine arts, clubs, athletic coaching, and graduation are considered assignable time if it is assigned to the teacher and the teacher is required to attend.
  - The exception is where it is noted in a collective agreement that extracurricular time is voluntary. This provision prevents a district from assigning extracurricular activities.
12. **Short Term Leaves:** Teachers are entitled to the same consideration had they been working on that day. Recognizing that a schedule has been established, time spent where a teacher is on temporary paid leave of absence such as personal, emergency, jury duty, impassable roads, Association and sick leaves and other types of leaves is considered towards instructional/assignable time. These types of leave have already been taken into account of the teachers' overall compensation package.
  - For example, if a teacher is scheduled to teach 5 hours and provide supervision for 1 hour on a particular day, but called sick on that day, the time spent on the leave would take into account 6 hours assignable time (5 hours instructional and 1 hour supervision). Teachers on leave have the same instructional and assignable time as they would have had if at work that day.

13. **Longer Term Leaves:** Teachers who return mid year or replace another teacher mid year have their instructional and assignable time prorated by the length of service during that school year.
- For example, a teacher returning from parental leave half way through the year could be assigned up to 600 hours.
14. **Secondments:** Teachers who are seconded do not track this time as assignable time. For example, a teacher who has a 0.4 FTE as release or secondment, then 0.6 is left to assignable time.
15. **Professional Development:** Professional development scheduled during operational days in the school calendar is assigned time. Professional Development assigned to teachers outside of regular school hours is also assigned time. Teacher directed professional development when designated at a particular place and time is assigned time. Should a teacher be offered a professional development opportunity that occurs outside of regular hours, and where participation is voluntary, this time is not assigned time.
16. **Professional Development Travel:**
- a) The 80 km travel time in the Memorandum of Agreement is for one-way travel and excludes travel by air.
  - b) The professional development time for travel by air is assigned time much like a short term leave of absence (see Item 12 on Page 2). If a teacher is travelling by air on a day where they would normally be in the classroom, then their regularly scheduled time is tracked as assigned time.
  - c) When the travel by air is required outside of regular working hours, the actual time in the air is assigned time. If the teacher is being provided any other pay, allowance or honorarium for that travel time, this is not assigned time.
  - d) If the teacher is not assigned the professional development or the time for teacher directed professional development, then travel is not accounted for in assignable time.
17. **Teachers' Convention:** Six (6) hours are allotted to each day of Teachers' Convention.
18. **ATA Professional Development:** When non-instructional time is allotted to ATA professional development in the school calendar, it is assigned time like Teachers' Convention or other professional development teachers are assigned to attend.
19. **Exceeding 1200 Hours:** The 1200 hours teacher assignable time is the maximum assignable time that a teacher can be assigned. A teacher may not be assigned more than 1200 hours of assignable time and the jurisdiction cannot pay additional compensation. Jurisdictions are encouraged to provide for flexibility in scheduling instructional and assignable time so that no teacher exceeds the maximum time caps.
20. **Summer and Night School:** Assigned time does not include summer and night school teaching as the teacher may voluntarily enter into a contract with the school jurisdiction to teach over the summer or at night.